

## Checklist of Items Required for Ongoing Menu Documentation

Document and Requirements		Helpful Hints
<b>Menus</b>	<ul style="list-style-type: none"> <li>• Include all required components</li> <li>• Make them available to the public</li> <li>• Include the USDA non-discrimination statement.</li> </ul>	<ul style="list-style-type: none"> <li>• Cycle menus save time. Menus can be re-arranged for variety and seasonal substitutions made.</li> <li>• The Iowa Menu Planning tools, other Menu Planning Checklists, the USDA certification sheets, or a computer nutrient analysis completed for each week are helpful, but NOT REQUIRED.</li> </ul>
<b>Production records</b>	<ul style="list-style-type: none"> <li>• Required for both breakfast and lunch.</li> <li>• Must include all food or menu items offered as part of the reimbursable meal as well as additional items such as condiments, gelatin, and extra foods like potato chips.</li> <li>• Record portion sizes, total food quantity used to prepare each menu item or food item, and leftovers.</li> <li>• Differentiate from reimbursable meals the number of menu items planned for ala carte and adult meals.</li> </ul>	<ul style="list-style-type: none"> <li>• With cycle menus, copies can be made ahead of time and actual numbers and substitutions added the day of service</li> <li>• A food bar production record tab is part of the Iowa Food Production Record.</li> </ul>
<b>Standardized Recipes</b>	<ul style="list-style-type: none"> <li>• Yield and serving size on recipes should be appropriate for your school.</li> <li>• Include component contribution per serving.</li> </ul>	<ul style="list-style-type: none"> <li>• Number and organize recipes by category.</li> <li>• Use USDA Food Buying Guide to calculate component contribution.</li> <li>• Grain recipes will indicate at least 50% whole grain.</li> </ul>
<b>Component contributions of purchased items</b>	<ul style="list-style-type: none"> <li>• May be CN Labels, fact sheets from USDA Foods, or manufacturer statements.</li> </ul>	<ul style="list-style-type: none"> <li>• Consider a notebook divided into sections for each type of food item: Entrees, Vegetables, Fruits, Grains, Condiments, etc.</li> <li>• Ask for these before you buy to be sure the product meets standards.</li> </ul>
<b>Nutrient facts labels or USDA Fact Sheets</b>	<ul style="list-style-type: none"> <li>• These are the source for calorie, saturated fat, and sodium information for nutrient analysis and to prove there is zero trans fat per serving.</li> </ul>	<ul style="list-style-type: none"> <li>• Consider using the same notebook divided into sections for each type of food item: Entrees, Vegetables, Fruits, Grains, Condiments</li> <li>• Make VISIBLE, LEGIBLE copies/photographs or use sheet protectors for odd-sized labels.</li> </ul>
<b>Bid specifications</b>	<ul style="list-style-type: none"> <li>• Dairy specifications—only fat-free (flavored or unflavored) or low fat (unflavored)</li> <li>• Grain: at least 50% whole grain</li> <li>• No trans-fat</li> <li>• Desired sodium content range</li> </ul>	<ul style="list-style-type: none"> <li>• Follow up to be sure that bid specifications are met in products delivered.</li> </ul>

